



Robert L. Ehrlich, Jr., Governor

Michael S. Steele, Lt. Governor

Boyd K. Rutherford, Secretary

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Have you heard?

SAIC assigns a new eMM Program Manager. Mr. Ed Garnett, formerly with the Maryland Department of Budget and Management, is the new SAIC Program Manager for eMaryland Marketplace (eMM). Mr. Garnett replaces Michael Skigen, who has taken another position with SAIC. Mr. Garnett met with October's Buyer User Group. We welcome Ed and wish Michael well.

Time is running out. House Bill 702 takes affect July 1, 2005. This legislation requires all agencies to advertise procurements over \$25,000 on eMaryland Marketplace. If your agency has not been trained on eMM, please contact Carla Tucker at Carla.Tucker@dgs.state.md.us.

Did you know...?

eMM has a wealth of helpful information. There is a solicitation library found under Reports (top menu) on the bidding side. This is available to everyone that has a user name and password. The Solicitation Inquiry Report (#11) gives you access to every solicitation posted on eMM as well as the bid tab, if online response was accepted. This report can help you with spec writing and help with budget forecasting for an upcoming procurement.

If you need to contact the vendor regarding an **order processed** on the purchasing side of eMM, you must refer to the purchase order number that is found on the General tab of the requisition under the category Resulting Purchase Orders. It will be displayed as a hyperlink PO.... Vendors receiving the orders through the purchasing side do not have access to the requisition so please do not refer to the requisition number.

The **Virtual Plan Room**, hosted by Gardens Reprographics, is an Internet-based system designed for the advertisement of construction plans and specifications. Maryland public buying organizations eligible to use Department of General Services' statewide contracts now have the ability to post their construction projects online free of charge. Contractors self-register on the site to gain access for reviewing and printing PDF files of the plans and specifications from their desktops free of charge. Once contractor decides they would like to participate in the procurement they can purchase the full plan set directly from the site. Agencies that want to participate in this program need to develop a document process flow to be distributed to Gardens. Any agency interested in participating in this program may obtain additional information from Dwyane Lee at 410-767-4425.

You are invited to join us at the next Buyer User Group...

The purpose of the group is two-fold: first, to address any problems users are experiencing with the system; and second, to promote knowledge management.

- **When? Wednesday November 10, 2004 at 1:30 p.m.**
- **Where? Anne Arundel County Government, Heritage Complex, 2660 Riva Road, 3rd Floor, Annapolis, Maryland 21401**



Where can I get eMaryland Marketplace Buyer Training?

A eMaryland Marketplace training class will be held November 1, 2004. Training classes are held in the 300 West Preston Street Building, Second Floor, Room 206, Baltimore, Maryland 21201. Classes on Bidding are from 10 a.m. to noon and on Catalog Purchasing from 1 to 3 p.m. The classes are free and are available on first-come, first-serve basis as there are only 18 PCs in the room. If you are interested in attending, please contact the eMM Help Desk at 410-767-1492 or emaryland@dgs.state.md.us